



## **BICYCLE/PEDESTRIAN ADVISORY COMMISSION MEETING**

**WEDNESDAY, MARCH 27, 2012 AT 7:00 PM**

Los Altos City Hall-Community Chambers  
One North San Antonio Road, Los Altos CA 94022

### **ESTABLISH QUORUM**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### **ITEMS FOR CONSIDERATION/ACTION**

1. Minutes  
Approve Minutes of the special meeting of January 16, 2013 and regular meeting of February 27, 2013
2. 2013 Commission Elections  
Receive nominations and vote for Chair and Vice-Chair for 2013
3. 2013 Commission Work Plan  
Review and approve 2013 BPAC Commission Work Plan
4. 2013/14 to 2017/18 Capital Improvement Program  
Receive information regarding Capital Improvement Process. Discuss potential new projects
5. School Commutes  
Receive information regarding school commutes and provide comments

### **INFORMATIONAL ITEMS**

6. Monthly Staff Report  
Receive information and announcements from City staff

### **COMMISSIONERS' REPORTS AND COMMENTS**

### **POTENTIAL FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

### **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Engineering Division 72 hours prior to the meeting at (650) 947-2780.

Agendas, Staff Reports and some associated documents for Bicycle Pedestrian Advisory Commission (BPAC) items may be viewed on the Internet at <http://www.losaltosca.gov/committees-commissions/bpac/index.htm>.

On occasion the Bicycle Pedestrian Advisory Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the City Hall, Engineering Division, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Commission meeting may not be the final documents approved by the Commission. Contact the BPAC Liaison at 650-947-2628 for the final document.

If you wish to provide written materials, please provide BPAC with **10 copies** of any document that you would like to submit to the BPAC for the public record.

For other questions regarding the meeting proceedings, please contact the BPAC Liaison at 650-947-2626.

**MINUTES OF A SPECIAL MEETING OF THE BICYCLE AND PEDESTRIAN  
ADVISORY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
JANUARY 16, AT 7:00 P.M. AT CITY HALL-REDWOOD CONFERENCE ROOM, ONE  
NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

PRESENT: Suzanne Ambiel (Chair), Bill Crook, Karl Danz (Vice Chair), Chris Hlavka, Jim Fenton, Cedric Novenario (City Staff Liaison), Zach Dahl (Senior Planner), Applicant for 317 First Street, Jim Wing (Public in Attendance)

ABSENT: Wes Brinsfield

**PUBLIC COMMENTS**

Jim Wing provided comments on the design review application for 317 First Street. See attached comments.

**ITEMS FOR CONSIDERATION/ACTION**

1. Commercial Design Review Application for 317 First Street
  - Approval of application 12-D-10 to the Planning and Transportation Commission with two (2) suggestions
    - Implement signage to warn pedestrians of potential conflicts of vehicles exiting 317 First Street
    - Ensure a policy for employees to maneuver cars such that customers can exit the location “head first” onto First Street.

On a motion by Bill Crook, seconded by Karl Danz, the following item is approved. Passed 6-0

2. Integrated Database on Bike/Pedestrian Issues
  - Commission updated database with Bike and Pedestrian related issues

**ADJOURNMENT**

Chair Suzanne Ambiel adjourned the meeting at 9:05 p.m.

**Public Comment****Via Email**

BPAC Commission Members,

I recommend you deny request to expand Skip's Tire due to negative pedestrian, bike, and traffic circulation impact. Addition of two new service bays will block the drive-thru feature and force some cars to exit Skips by backing out onto First. I observed Skip's Tire circulation dynamics for one hour each on both Wednesday and Thursday last week. On average four cars per hour enter from First and three exit to rear alley. On one occasion gridlock near sidewalk forced one car to block sidewalk for ten minutes. I walk this sidewalk three times a week around noon and always have to be careful while walking past Skips' Tire because of high traffic flow. If a customer has to back out onto First, often someone stands on First traffic lane and stops traffic.

I will not be able to attend BPAC special meeting tonight but will present comments to PTC on Thursday. Enclosed is my letter to PTC.

Thank you for your consideration!

Jim Wing  
Milverton Road  
Los Altos, CA

Planning and Transportation Chair Bressack,

Subject: PTC 1-17-2013 Meeting Agenda Item 2, Skip's Tire & Auto Service 317 First Street

I would like to thank the owner for having enough business confidence in Los Altos to consider investing in expansion. I cannot support approval of expansion project because of potential negative impact on traffic, bicycle and pedestrian circulation dynamics along First Street. Adding two service bays that eliminate option for customers exit to alley will impact circulation dynamics on First Street and increase the chance of customer cars blocking sidewalk. Currently space where new bays are planned is used as staging area for customer cars waiting for service or customer pick-up. Drawings do not show new staging area which means public parking plaza or First Street will be used. Drawings show reducing employee parking from 3 to 2 spaces and attached letter to staff report suggests adding more employees.

First Street has four automobile service businesses that are located on small lots. They all minimize the impact of circulation dynamics and off-site parking by having access through site from First to alley plus a staging area along alley. Reitmeir's has the largest building and stages three inside building. Village Motors stages 6 along alley. California Auto stages 3 along alley plus 2 in front. Skip's Tire currently stages four to five along alley. All use the alley for delivery trucks. All provide on-site employee parking: Ritmeir's 1 in front plus unknown inside; Village Motors 2; California Auto 3; current Skip's Tire 3. Eliminating through access from alley to street by Skip's Tire would not be consistent with other similar First Street uses.

Cars should not be allowed exit to First Street by backing out. Car drivers backing out have very limited visibility of pedestrians on sidewalk. First Street parking spaces are almost always occupied Street parked cars next to Skip's Tire driveway block visibility of oncoming northbound First Street traffic. Exiting cars are well into the northbound traffic lane before 25 MPH oncoming cars are seen. Alley exit is the only safe exit and it is used often.

Expansion drawings show 100 feet long by 24 feet wide access driveway to service bays. The narrow width means the two new bays will require a four step maneuver to back out and turn 180 degrees around. All of the driveway adjacent to bays must be kept free of cars and tires. Presently Skip's Tire does not have enough building space for tire inventory. They place eleven tire racks [6.5 feet long by 30 inches wide] and several loose tires in the driveway during working hours. Inventory will be increased with expansion to seven bays and possibility 15 racks will be needed. The driveway is not big enough to hold that many racks and still provide car access to bays. Drawings do not show any building expansion for on-site inventory.

I recommend you deny this application because it has a negative impact on traffic bicycle and pedestrian circulation in the public right away.

Jim Wing, Milverton Road, Los Altos

**MINUTES OF A REGULAR MEETING OF THE BICYCLE AND PEDESTRIAN  
ADVISORY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY,  
FEBRUARY 27 AT 7:00 P.M. AT CITY HALL-COMMUNITY CHAMBERS, ONE  
NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

PRESENT: Suzanne Ambiel (Chair), Bill Crook, Chris Hlavka, Wes Brinsfield, Bill Sheppard, Karl Danz (Vice-Chair), Jim Fenton, Cedric Novenario (City Staff Liaison), Zach Dahl (Planning Staff), 86 Third Street Applicant, Jim Wing (Public in Attendance)

ABSENT: None

**PUBLIC COMMENTS**

Jim Wing provided comments on the design review application for 86 Third Street. See attached comments.

**ITEMS FOR CONSIDERATION/ACTION**

3. Commercial Design Review Application for 86 Third Street
  - Approval to of application 12-D-10 to the Planning and Transportation Commission with seven (6) suggestions
    - Move basement bike storage to center of aisle to accommodate 2-way bike parking.
    - Post sign at top of driveway for existing vehicles, “Watch for Pedestrians”
    - Provide wider door access for 1<sup>st</sup> and Basement floors where bicycle access is expected.
    - Consider additional bicycle racks in on Third Street in front of the building
    - Consider non-slip surface treatment in the interior lobby of the building for cyclists.
    - Consider low planting landscape where motorists, cyclist and pedestrian sight lines are needed, ie driveway exists.

On a motion by Jim Fenton, seconded by Wes Brinsfield, the following item is approved. Passed 7-0

4. Minutes

Approval of minutes, with the correction to include written comments from Members of the Public (Jim Wing), recognize that Commissioner Bill Sheppard was present, recognize Commissioners Karl Danz and Jim Fenton were absent for-Special Meeting of February 6, 2013- Passed 5-0, 2 abstain.

On a motion by Bill Crook, seconded by Jim Fenton, the item is approved.

5. Commission Accomplishments

- Approval of the 2012 BPAC Commission Accomplishments with the following suggestions:
  - Change “Listing of Potential Projects” to “Integrated Database of Bicycle/Pedestrian Issues”
  - List the following activities to “On-Going BPAC Activities”

- Community Outreach
- Bike to Work Day
- Design Review Applications
- VTA Liason
- Grant/Staff input
- Website Support

On a motion by Wes Brinsfield, seconded by Karl Danz, the item is approved.

6. 2013 Commission Work Plan

Staff presented and solicited input from the Commission for the 2013 BPAC work plan. Work plan to be reviewed and approved at the March regular meeting.

7. Update Suggested Route to School

Commission discussed the feasibility of updating the Suggested Routes to School Maps. Commission recommended that process and policy be developed as a first step.

8. Monthly Staff Reports

Staff liaison updated Commission on related Capital Improvement Projects and grant applications.

## **ADJOURNMENT**

Chair Suzanne Ambiel adjourned the meeting at 9:17 p.m.

## **Public Comment**

### **Via Email**

BPAC Chair Ambiel and Commission Members,

Subject: BPAC 2/27/2013 Meeting Agenda Item 1, Development at 86 Third Street

Development drawings show bi-directional underground parking driveway exit to Third Street along the north property line. Visibility of pedestrians on sidewalk as cars exit underground parking is a concern. The developer should be required to provide a “ten feet triangle” visibility zone on both sides of driveway prior to sidewalk intersection. Landscaping in this zone should be no higher than three feet.

As cars exit underground parking, slope of driveway just prior to sidewalk is important. If slope is greater than 5% in the last 15 feet of driveway, cars will quickly roll back as they stop for pedestrians. When slope is greater than 5%, some drivers will drive onto sidewalk before stopping to prevent roll back. I recommend you request 5% slope in the last 15 feet rule for underground parking driveway exit.

ADA accessible pedestrian walkway is required along Parking Plaza 8 traffic lane on new development south property line from Third Street sidewalk to alley. Drawing does not show a walkway or pedestrian access to/from seven diagonal parking spaces that border Plaza 8. One of these parking spaces is handicapped. Developer’s letter does note a 48” walkway along Plaza. Details of this walkway should be shown on drawing. Details like:

Short sidewalk curb between sidewalk and Plaza traffic line similar to curb on 91 Third Street across the street.

Sidewalk corners as it jogs around diagonal parking should have a radius for ADA access.

Walkway route going from sidewalk to alley.

Thank you for your consideration

Jim Wing

Milverton Road

Los Altos, CA





DATE: March 27, 2013

AGENDA ITEM # 2

**TO:** Bicycle/Pedestrian Advisory Commission

**FROM:** Cedric Novenario, Staff Liaison

**SUBJECT:** 2013 Commission Elections

**RECOMMENDATION:**

Receive nominations and vote for Chair and Vice-Chair for 2013

---

**BACKGROUND**

Every March Commissions are required to vote for Chair and Vice-Chairs for the year.

**DISCUSSION**

Staff will be calling for Chair and Vice-Chair nominations. Typically, it is practice for Chair and Vice-Chair to change each year to provide other commissioners the experience to lead a commission; however, it is not mandatory.

Votes will take place once nominations are made.



DATE: March 27, 2013

AGENDA ITEM # 3

**TO:** Bicycle/Pedestrian Advisory Commission

**FROM:** Cedric Novenario, Staff Liaison

**SUBJECT:** BPAC Work Plan 2013

**RECOMMENDATION:**

Review and approve BPAC Work Plan for 2013

---

**BACKGROUND**

At the regular February meeting, the Commission discussed potential work plan goals for 2013. Commission is to provide

These goals will be presented to the Council at the joint Council-Commission meeting in April 2013.

**DISCUSSION**

The six (6) Goals recognized and agreed by the Commission are as follows:

- School Commutes
- Pedestrian Master Plan
- Quarterly Project Inventory Review
- Community Outreach
- CIP/PTC Input and Review
- On-going BPAC Activities

Commission elected to develop three attainable objectives for each goal. These objectives were individually provided by the commissioners; staff reviewed each submission, selected common suggestions and also included objectives that support the goal. Consideration was also given to objectives that were reasonable and attainable within the year. The following proposed Goals and objectives are:

- School Commutes

- Review criteria for suggested routes to school. Develop policy and process in place for maintaining and updating
  - Review suggested routes to school maps
  - Identify Capital Improvement Projects on existing or potential routes that increase safety
- Pedestrian Master Plan
  - Suggest projects and analysis from Project Inventory
  - Support development of Pedestrian Master Plan
  - Assist/co-facilitate public meeting regarding Pedestrian Master Plan
- Quarterly Project Inventory Review
  - Establish process for updating and quarterly review, agendaize quarterly project inventory review.
  - Refine spreadsheet to improve quality of data
  - Continue collecting bicycle/pedestrian project data from sources that include Council, PTC, and the public.
- Community Outreach
  - Host Energizer Station for Bike to Work Day.
  - BPAC participation at Los Altos City events (i.e. Pet Parade, Art & Wine Festival)
  - Attend community and public meetings as appropriate
- CIP/PTC Input and Review
  - Perform review of projects at 35% design stage where bicycle/pedestrian impacts are anticipated.
  - Perform review of projects in planning process as requested by PTC and/or Council.
- On-going BPAC Activities
  - Participate on VTA BPAC
  - Stevens Creek Trail Community Meetings (as needed)
  - Attend PTC/Special Meetings (as needed)
  - Neighboring City BPAC coordination, bi-annual meetings

## **RECOMMENDATION**

Staff is requesting the commission review and approve the above goals and objectives.



## MEMORANDUM

**DATE:** February 22, 2013  
**TO:** City of Los Altos Advisory Commissions  
**FROM:** James Walgren, Assistant City Manager  
**SUBJECT:** FY 2013/14 – 2017/2018 CAPITAL IMPROVEMENT PROGRAM

---

### BACKGROUND

The City of Los Altos implements a five-year Capital Improvement Program (CIP), which is reviewed and updated each fiscal year. The City Council supports use of a systematic process to gather input from City Commissions regarding potential new CIP projects before staff presents a draft FY 2013/14 – 2017/18 CIP document to the City Council for adoption.

In addition, state law requires that the Planning and Transportation Commission review the CIP to find that it is consistent with the City's General Plan.

### DISCUSSION

Commission review of the five-year CIP will be done in a two-step process. In March 2013, the Commissions will receive and review the current status of active CIP projects. Also at the March meetings, Commissions will discuss potential new projects that relate to their areas of responsibility. Staff will conduct preliminary review of the project ideas and provide related feedback at follow-up April meetings, when the Commissions can have focused discussions on identifying and prioritizing their CIP recommendations to the Council.

Staff will then evaluate the financial and resource needs, as well as feasibility, related to the Commissions' CIP recommendations. All recommendations will be evaluated in the budget development process which staff undertakes to develop its recommendations regarding new, deferred, modified or deleted CIP projects. It is planned that this information will be presented to the Council at a study session in late May.

Given the City's conservative fiscal policies, capital project priorities have traditionally been focused on health and safety issues as well as core responsibilities such as street, utilities and infrastructure maintenance and repair. There may be, however, other improvements that would contribute towards enhancing the overall quality of life that go beyond these more routine activities.

CIP review by Commissions  
February 22, 2013  
Page 2

When the Commissions deliberate on this matter, it is suggested that the following be done as part of the discussions:

- Review existing CIP projects in the Commission's area of responsibilities and recommend which ones could/should be re-prioritized to different years
- Identify projects that may no longer meet a community need and could be eliminated either from the scheduled or unscheduled list of projects
- Identify unscheduled projects that may be placed in the new five-year schedule
- Recommend new projects

A list of current projects and the list of unscheduled projects are attached for your information and reference. At this point, the only planned fifth year projects are those related to annual infrastructure maintenance.

The complete five-year Capital Improvement Program, with project descriptions, can be viewed at [www.ci.los-altos.ca.us/finance/cip](http://www.ci.los-altos.ca.us/finance/cip). Please feel free to contact me at (650) 947-2635 or at [jwalgren@losaltosca.gov](mailto:jwalgren@losaltosca.gov) if you have any questions.

Attachments:

1. Active CIP project status dated February 22, 2013
2. Current five-year planned CIP projects
3. Unscheduled CIP projects

City of Los Altos  
Capital Improvement Program Project Status  
December 31, 2012

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	Actual Completion Date	STATUS				
					Complete	In Construction	In Bid Process	In Design or Study	Not Started
ACTIVE PROJECTS									
Community Development									
-Infrastructure									
01209	Special Projects and Studies	J. Walgren	Completed	12/31/2012	X				
01308	Special Projects and Studies	J. Walgren	Nov-13					X	
00816	First Street Streetscape Design	D. Brees	Completed	11/13/2012	X				
00817	Loyola Corners Streetscape Design	D. Brees	Completed	On Hold	X				
00922	First Street Utility Undergrounding - Phase I	D. Brees	Nov-13			X			
00930	Demolition of 400 Main Street	M. Bocalan	Completed	10/26/2010	X				
01008	San Antonio Road Streetscape Construction	V. Chen	May-13			X			
01023	First Street Utility Undergrounding - Phase II	D. Brees	May-14					X	
01027	First Street Streetscape Construction	J. Walgren	Nov-13			X			
01211	Climate Action Plan	Z. Dahl	May-13					X	
01313	Parking Management Plan	K. Kleinbaum	May-13					X	
01314	ADA Transition Plan	D. Brees	Nov-13					X	
-Technology									
00316	Financial System Upgrade	R. Morreale	Aug-14			X			
00921	Public Works/Finance Document Archiving	Gusif/Morreale	TBD			X			
00923	Police Records Mgmt & Dispatch System	T. Younis	May-14			X			
01218	Document Management Systems	Morreale/Maginol	Aug-15						X
01317	IT Initiatives	R. Morreale	May-14					X	
01318	KMVT Increased Public Broadcasting Capital	R. Morreale	Feb-13			X			
01319	KMVT & LASD Broadcasting Capital Pilot	R. Morreale	Feb-13			X			
Civic Facilities									
-Parks and Trails									
01214	Shoup Redwood Grove	TBA	TBD						X
01311	Skate Park (Skatable Art Work)	TBA	TBD						X
-Buildings									
-Parking Lots									
Transportation									
-Streets and Roadways									
01201	Street Resurfacing	A. Fairman	Completed	9/11/2012	X				
01202	Street Striping	K. Small	Completed	9/25/2012	X				
01301	Street Resurfacing	K. Small	Aug-13					X	
01302	Street Striping	K. Small	TBD						
01309	Street Slurry Seal	K. Small	Aug-13					X	
00220	Fremont Avenue Bridge Replacement	V. Chen	Aug-14					X	
00325	Rehabilitate Portland Avenue Bridge	V. Chen	Aug-15					X	
-Pedestrian and Bicycle Safety									
01107	ADA Accessibility	K. Small	Aug-13						
01203	Concrete Repair	A. Fairman	Completed	8/28/2012	X		X		
01207	ADA Accessibility	M. Bocalan	Nov-13					X	
01208	NTMP Projects	C. Novenario	Completed	6/30/2012	X				
01303	Concrete Repair	M. Bocalan	Aug-13					X	

City of Los Altos  
Capital Improvement Program Project Status  
December 31, 2012

CIP #	PROJECT TITLE	Project Lead	Target Completion Date	Actual Completion Date	STATUS				
					Complete	In Construction	In Bid Process	In Design or Study	Not Started
ACTIVE PROJECTS									
01306	ADA Accessibility	M. Bocalan	Nov-13						
01307	NTMP	C. Novenario	TBD		X			X	
01122	Traffic Signs Replacement	K. Small	Completed	9/1/2012				X	
01212	Traffic Sign Replacement	K. Small	Nov-13			X			
00933	Miramonte Ave & Covington Road Traffic Signal	C. Novenario	TBD					X	
01012	Collector Street Traffic Calming	C. Novenario	TBD					X	
01118	Pedestrian Master Plan	C. Novenario	TBD					X	
01119	Portola Ave Sidewalk	K. Small	TBD					X	
01120	Grant Rd Pathway Bryant to Allamead	K. Small	Feb-14					X	
01216	In Pavement Crosswalk Lighting Systems	K. Small	Completed	10/23/2012	X				
01219	Homestead Road Safety Improvements	K. Small	Nov-13				X		
01315	Speed Zone Survey	C. Novenario	May-13						
01316	Main Library Parking Lot	M. Bocalan	Feb-14					X	X
01320	Intersection Bicycle Loops	K. Small	Feb-14						X
01321	University Milverton Ped Improvements	K. Small	Aug-13						
Wastewater Systems									
-Sewer									
01104	Sewer Main Repairs	A. Fairman	Nov-13						
01204	Sewer Main Repairs	A. Fairman	Completed	12/11/2012	X			X	
01205	Sewer Main Video	M. Bocalan	Completed	7/24/2012	X				
01206	Sewer Root Foaming	M. Bocalan	Completed	7/24/2012	X				
01304	Sewer Main Repairs	A. Fairman	Feb-14					X	
01305	Sewer Root Foaming	M. Bocalan	Aug-13				X		
00612	Sewer Metering Stations	L. Lind	Aug-13						
01014	South Sewer Main Replacement - Phase I	A. Fairman	May-13			X			
01114	Sewer Main Replacement - Phase II	A. Fairman	Nov-13			X			
01115	Fallen Leaf Lane Sewer Main Replacement	A. Fairman	Nov-13					X	
01117	Sewer Master Plan Update	L. Lind	May-13					X	
01210	Sewer Collection System Upgrade	A. Fairman	Completed	12/11/2012	X				
01310	Sewer Collection System Upgrade	A. Fairman	Feb-14					X	
-Storm									
00717	Storm Drain System Master Plan	V. Chen	Nov-13					X	
01116	NPDES Compliance Design	M. Bocalan	Completed	12/11/2012	X				
01312	NPDES Compliance	M. Bocalan	Completed	12/11/2012	X				
# of Projects					16	11	3	28	6
					64	64			

City of Los Altos

Five-Year Capital Improvement Program FY 2012-2013 to 2016-2017

Capital Projects Fund	Prior Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Prior Year Active Projects	14,838,664						14,838,664
Annual ADA Accessibility		115,000	115,000	115,000	115,000	115,000	575,000
Annual Concrete Repair		200,000	200,000	200,000	200,000	200,000	1,000,000
Annual NTMP		75,000	75,000	75,000	75,000	75,000	375,000
Annual Sewer Main Repair		369,000	369,000	369,000	369,000	369,000	1,845,000
Annual Sewer Main Video		379,000	379,000	379,000	379,000	379,000	1,845,000
Annual Sewer Root Framing		332,000	332,000	332,000	332,000	332,000	1,660,000
Annual Special Projects and Studies		50,000	50,000	50,000	50,000	50,000	250,000
Annual Street Resurfacing		775,000	775,000	475,000	475,000	475,000	2,975,000
Annual Street Striping		75,000	75,000	75,000	75,000	75,000	375,000
ADA Transition Plan (New)		88,000					88,000
Biannual Street Slurry Seal		125,000					125,000
Civic Center Facilities (New)							
Intersection Bicycle Loops (Reinstated to 12-13)		115,000					115,000
IT Initiatives (FY11-12 Roll Forward)		102,000					102,000
KAMVT Increased Public Broadcasting Capital (New)(PHG)		65,000					65,000
KAMVT & LASD Broadcasting Capital Pilot (New)(PHG)		13,200					13,200
Main Library Parking Lot (New)		84,000					84,000
University Milverton Ped Improvements (From Unscheduled)		36,000					36,000
NPD/ES Compliance (Construction)		190,000					190,000
Parking Management Plan (New)		165,000					165,000
Sewer Collection System Upgrade		943,000	1,000,000			1,000,000	2,943,000
Skate Park		382,000					382,000
Speed Zone Survey (New)		66,000					66,000
Covington Road Class I Pathway Design			75,000				75,000
First Street Design-Phase II			268,000				268,000
Redwood Grove Bank Stabilization (New)			372,000				372,000
Traffic Sign Replacement			25,000	25,000	25,000	25,000	100,000
City-Aller Resurfacing			195,000				195,000
Covington Class I Pathway Construction			201,000				201,000
Grant Road Bicycle Lane			65,000				65,000
Marymeade Park Renovation			269,400				269,400
McKeavie Park Renovation			390,360				390,360
Miramonte Avenue Path			1,656,000				1,656,000
Sewer Main Corrosion Rehabilitation (Split over 2 years)			603,000		603,000		1,206,000
Carmel Terrace Class I Pathway Construction					280,000		280,000
Carmel Terrace Class I Pathway Design					85,000		85,000
San Antonio Road Left Turn Lane					236,000		236,000
<b>Total Dollars</b>	<b>14,838,664</b>	<b>4,365,200</b>	<b>4,110,000</b>	<b>5,095,760</b>	<b>3,299,000</b>	<b>2,716,000</b>	<b>-</b>
<b>Total Project Count</b>	<b>47</b>	<b>22</b>	<b>14</b>	<b>16</b>	<b>14</b>	<b>10</b>	<b>123</b>



City of Los Altos

Unscheduled - No Priority Assigned									
Presented in Alphabetical Order	GP	Sewer	Impact Fee	Park-In-Lieu	Gas Fee	SR2S	TDA	CDRG	PARKING
Community Plaza Renovation	3,350,000								
Covington Road Bicycle Path	414,000								
Dog Park ( Moved to unscheduled from 12-13)				227,000					
Downtown Parking Lot Shlur Seal	304,000								
El Monte Avenue Traffic Calming	1,000,000								
El Monte Avenue/Cuesta Drive Signal	100,000								
City Facility Repairs	95,000								
First Street Construction Phase II	3,300,000								
Front Hill Expressway Landscaping	590,000								
Fremont Avenue Traffic Calming			2,650,000						
Grant Park Renovation			2,035,000						
Grant Road Traffic Calming				194,000					
Grant Oaks Park Renovation	64,000								
Loyola Corners Streetscape	\$1,265,525								
Miramonica Avenue Sidewalk Design	40,000								
Montclair Park Renovation	157,000								
Montclair Tennis Court Lights	98,400								
MISC Living Wall and Storage Sheds	190,000								
Neighborhood Pathways	222,000								
Portland Avenue Pathway	346,000								
Recreation Plan (newly proposed)	60,000								
Redwood Grove Bridge Replacement	252,000								
San Antonio Club Park (Added 12-13)	328,000								
San Antonio Road/W. Edith Intersection	1,500,000								
Springer Road Path - Berry Avenue	576,000								
Springer Road Sidewalk	164,000								
Springer Road Traffic Calming	100,000								
St. Joseph Avenue Traffic Calming	35,000					450,000			
Traffic Signal Battery Backup	132,000					311,000			
Windminer Drainage Channel	71,000								
SVU city Wide Wireless	750,000								
<b>TOTAL</b>	<b>\$15,503,925</b>	<b>\$0</b>	<b>\$4,685,000</b>	<b>\$421,000</b>	<b>\$0</b>	<b>\$761,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
									<b>\$21,370,925</b>



DATE: March 27, 2013

AGENDA ITEM # 3

**TO:** Bicycle/Pedestrian Advisory Commission

**FROM:** Cedric Novenario, Staff Liaison

**SUBJECT:** School Commutes

**RECOMMENDATION:**

Receive and discuss information regarding School Commutes

---

**BACKGROUND**

At the February 2013 Bicycle/Pedestrian Advisory Committee (BPAC) meeting, the Commission suggested that a process and procedure be developed for creating suggested routes to school maps based on various factors including, previous City practice, route selection, maintenance and outreach.

School commutes have also been an integral part of the BPAC's goal over the years. The Suggested Routes to School Map is just one component to school commutes. Other avenues where school commutes are typically addressed are through:

- Capital Improvement Projects
- Crossing Guard Programs
- Communication with the BPAC at its regular meetings

**DISCUSSION**

School Commutes

As mentioned above, the Suggested Routes to Schools Map is one component to school commutes in the City. School commutes consists of vehicular, pedestrian and bicycle travel modes. While the maps suggest routes to school, which are primarily focused for the pedestrian and bicycle modes, vehicle travel is still the most option for some families. Consideration for all modes transportation to school is important.

The various ways where improvements to school commutes can be considered and developed for all modes of transportation are:

- Capital Improvement Program (CIP)
  - The City implements a five-year CIP, which is reviewed and updated each fiscal year. In March, Commissions will discuss potential new projects related to their areas of responsibility. Staff will evaluate the financial and resource needs as well as feasibility related to the Commission recommendations. The BPAC developed an Integrated Database for potential bicycle/pedestrian projects. This database utilizes source documents from various independent and specific area studies as well as information taken from the public. This database is a foundation for the Commission to recommend pertinent projects to the CIP.
- Suggested Routes to School Map
  - Maps suggesting routes to school primarily focusing on pedestrian and bicycle travel.
  - Process and procedures are currently being developed for future use
- Public Comment at regular BPAC meetings
  - The public is welcome to attend and provide comments to the Commission regarding school commutes. The Commission and/or staff may recommend evaluating these suggestions as necessary.
  - In the past, members of the public have also contacted commissioners regarding school commutes and bike and pedestrian safety. These issues have typically been logged into the Commissions' project database.
- Crossing Guard Program
  - The Los Altos School District (LASD) and the Los Altos Police Department entered into an agreement to cost share the use of crossing guards.
  - LASD is the first point of contact to request to new crossing guards locations. If the District chooses to investigate this request, the District Superintendent, in writing, shall request to the Chief of Police to evaluate the need of a crossing guard.
  - Before each school year, LASD and the Los Altos Police Department discuss routes to school and existing or new locations of crossing guards. Changes of crossing guard locations shall be by mutual consent between the City and LASD.
  - City Engineering staff will work with the Chief of Police to determine the need of a crossing guard based on the standards set by California Municipal Traffic Control Devices (CA MUTCD) Chapter 7D.02. Other considerations include lane widths, number of lanes, routes to school, collision history, etc.
  - If the MUTCD standards are met, and other considerations support the need for a crossing guard, City staff will recommend the use of a crossing guard at the requested location.
  - The Chief of Police and District Superintendent will then confirm cost-sharing and implementation of the new crossing guard.

### SR2S Maps

It has been a practice that the City updates the Suggested Routes to Schools Map (SR2S) when school boundaries are adjusted. The last major adjustment was in 2008. Developing a process and procedure for the SR2S maps will provide a framework and guideline for updating these documents in the present and going forward, if necessary.

Examples of objectives to consider when formalizing a SR2S process and procedure are:

- Data Collection
- Evaluation by established criteria
- Roadway Selection
- Advertisement
- Maintenance of Routes

See Attachment 1 for a detailed description of each objective.

### **RECOMMENDATION**

The Commission is requested to consider the above noted objectives of the SR2S process and provide comments and suggestions for consideration in finalizing the process and to develop appropriate procedures related to School Commutes.

## Characteristics for Suggested Routes to School

### Data collection

- Polling of kids/parents
- Provide clean sheet of boundary map and ask students/parents to draw their exact route to school
- Verify data by doing site/route checks

### Evaluation criteria

- New development within school boundary (if project creates X amount of trips)
- Boundary change
- Installation of new facilities (bike, ped or signal)
- Enrollment change
- Every X years. (ie speed limits are every 5)
- New transit service
- Mode shift required by school

### Roadway selection

- Traffic volumes
- Traffic speeds
- Existing appropriate Ped facility (sidewalk, path, crosswalk)
- Existing Bike Facility
- Existing Ped control or traffic signal
- Street widths
- Directness to school
- Neighborhood connectors, ie alleys, paths
- Existing crossing guards

### Advertisement of maps

- BPAC Website
- Individual school website
- School to insert as part of package at back to school nights?

### Maintenance of routes

- Complaint Basis
- Check routes for hazards during the summer
- Identify areas needing maintenance (trimming, road/path/sidewalk repair)
  - Prioritize and cross-reference to other lists
- Storm drain grates